

BRA EMPLOYMENT OPPORTUNITY

TITLE: SENIOR PLANNER

JOB VACANCY POSTING NO. _____

20-00

POSTING DATE: _____

05/05/00, **Rev** 12/1/00

EMPLOYMENT STATUS: BRA Development Program Employee

EXTERNAL DATE: _____

05/18/00

(See definition on reverse)

POSITION FILLED: _____

DEPT/DIV: P & Z/P&Z

DATE: _____

NAME: _____

SUMMARY: Under direction of Director of Planning and Zoning, coordinate and participate in planning initiatives; conduct planning research and studies; engage community and other constituencies to solicit input and feedback.

Coordinate and conduct planning initiatives for specific city neighborhood(s). Meet with representatives of various city agencies, community or civic groups, business/commercial organizations and other involved parties to solicit input regarding needs and concerns; organize and lead project committees. Define objectives and scope of planning projects; develop and execute studies and surveys. Research, prepare and submit design proposals. Coordinate committee activities and assignments concerning specific projects. Follow through with committee involvement; present information; negotiate to achieve consensus while promoting Agency position on various issues. Write summary reports of studies and completed project proposals.

Research, formulate, and draft recommendations to the Zoning Board of Appeal regarding appeal cases. Solicit information from the appellant, abutters, and other members of the community. Research and apply pertinent planning issues. Write and forward recommendations.

Compile, draft and submit various grant and other funding proposals. Research and identify funding opportunities for planning and development initiatives.

Collaborate in the development and administration of specific planning and project budgets. Participate in the selection and oversight of external planning, design or engineering consultants contracted to conduct studies for projects.

Research, draft and present various reports, including grant proposals or other funding requests, planning documents, public meeting summaries, proposal updates, etc.

Establish and maintain current knowledge of planning issues and physical aspects of city neighborhoods and districts.

Respond to public inquiries.

Prepare and conduct presentations at community meetings and neighborhood advisory groups; during both day and evening hours.

Manage administrative aspects of grants and consultant contracts.

Supervise and manage studies required for comprehensive and master plans in the neighborhood(s).

Write reports, memoranda and letters.

Acquire and update database information; prepare maps and other presentation materials; conduct studies needed for the design and planning of city initiated projects.

Work with other City, State and Federal agencies.

Perform other related duties as required.

QUALIFICATIONS: Work requires completion of a Master's degree in Urban Planning or related field plus three to five years progressively responsible related planning experience, in the public sector. Knowledge of zoning, land use and environmental laws and regulations. Knowledge of, and experience in, housing, transportation, commercial and other planning issues. Personal computer proficiency required with GIS experience and proficiency.

GRADE: 19

HIRING RANGE: \$41,567.93 - \$49,943.89

To apply: Submit resume/application and salary requirements: Human Resources, BRA, 43 Hawkins Street, Boston, MA 02114

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Auxiliary aids and services are available upon request to individuals with disabilities.

APPLICANTS MUST BE RESIDENTS OF BOSTON ON DATE OF HIRE.